UNITED NATIONS

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Secretariat

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INFORMATION CIRCULAR

To: Members of the staff at Headquarters

From: The Director for General Services

Subject: ELECTRONIC MAIL - AUTOMATIC MESSAGE DELETION

1. In order to ensure that the file size of the cc:Mail message databases remains manageable, it has been decided that, starting on 1 July 1994, messages will be systematically deleted from the cc:Mail databases in accordance with the following guidelines:

(a) Messages in the Inbox, Trash folder, or Message Log folder which have been read will automatically be deleted after 30 days;

(b) Messages in all other folders which have been read will automatically be deleted after 90 days;

(c) Any unread messages will automatically be deleted after one year.

2. There is a mechanism called "archiving" in cc:Mail for saving messages on a personal computer's hard disk or a floppy disk. A cc:Mail archive is a file on a local disk where users can store selected messages and can access them as any regular folder in cc:Mail.

3. Instructions on how to archive messages may be reviewed on the "Archiving Messages" bulletin board by choosing the message item which relates to either the DOS or the Windows version of cc:Mail.

4. A reminder broadcast message will be sent to all cc:Mail users before 1 July 1994.

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